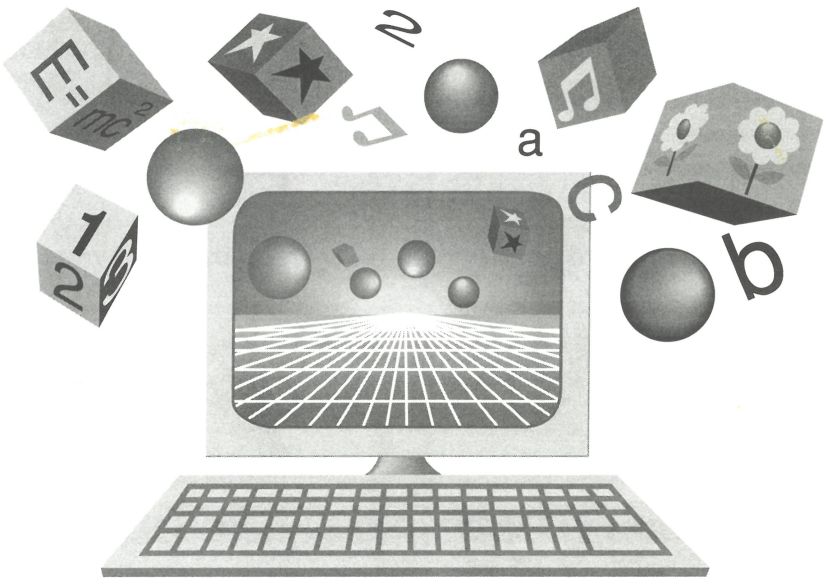
Troll

COURSEWARE

USER'S GUIDE

First-Start®

Writing Program



Troll Micro-Software

First-Start®
Writing Program
Micro User's Guide

SYSTEM REQUIREMENTS

1. Apple IIe (with at least 128K of RAM), IIc, IIGS, or Macintosh LC (with Apple IIe Card)
2. One disk drive
3. A TV set or video monitor (color is recommended)
4. A mouse is recommended
5. A graphics-capable dot matrix printer

OVERVIEW

First-Start® Writing Program is a two-part program designed to motivate children in grades K through 2 to create their own stories with words and pictures. The **Story Reader** section introduces early readers to three animated stories from Troll's *First-Start® Easy Reader* series. Stories in a rebus-like format are presented in large type for easy reading. Students may animate each picture on each page as they advance through the story. Each story may be printed out. The **Story Writer** section provides students with the fundamentals of word processing, with which they can create, edit, illustrate, and print out their stories. Students may choose to place small pictures, called *stamps*, within the text of their story, or choose from a variety of backgrounds to design a scene, and write about the scene as they create it. Stories may be saved to a data disk and printed out.

THINGS TO NOTE BEFORE YOU START

While using the activities, you may press **tab** to display a help screen, **esc** to return to the **MAIN MENU**, or **control-O** to turn the

sound on or off.

You may access the Teacher Options, described on pages 10 & 11, by pressing **control-T**, either when you are asked if you want sound, when you are asked to choose keyboard, joystick, or mouse, or whenever the **MAIN MENU** is displayed.

ATTENTION MACINTOSH LC USERS: You must go into the IIe Options Panel before you eject or insert a disk in an internal 3.5" drive. See the owner's guide that came with your Apple IIe Card for details.

IMPORTANT: In order to properly print a story, the program needs to know the type of computer, printer, and interface you are using. Based on the type of computer used, the program makes certain assumptions about the other equipment. If you are using one of the following combinations (or a compatible printer or interface), the program will print.

COMPUTER	PRINTER	INTERFACE
IIc, IIGS	ImageWriter II	Printer Port
IIe	ImageWriter II	Apple Super Serial Card in slot 1
IIe	Epson FX-80	Apple Parallel Card in slot 1
Macintosh LC	ImageWriter II	Printer Port

The first time you use the program, you may wish to go through the program and print a story to see if the "default" settings listed above work for your equipment. If they do not and you cannot print, then you will need to use Teacher Options (see the Teacher Options for Printing section on pages 10 & 11) to change a few settings. (NOTE: If you do not have a printer, or if you do not want your students to print, you can use Teacher Options to turn off printing.) You will only need to set the printer settings once for a particular computer and printer, since the program can save this information.

WARNING! If the printer settings are not set properly and you try to print, the program may "freeze." If this happens, reload the program and change the printer settings. You will be asked if you would like to save your new work before you print. This is always a good idea. If the program does "freeze," your work will not be lost if you have saved it.

Clicking and dragging

This program is designed around a point-and-click interface. This guide frequently uses two terms — CLICK and DRAG — to explain the use of a mouse or joystick. (If you are using a keyboard alone, the program and this guide tell you what keys to use.) Clicking selects an item. To click, bring the mouse cursor to the desired item, then press down and release the button. Dragging moves a movable item. To drag, bring the mouse cursor to a movable item, then press and hold the button down. The item will move with the mouse cursor as long as the button is held down. Release the button to drop the item when it is at the desired position.

Scroll windows

Scroll windows are used to allow you to choose from a group of graphic items. To look through the group, click on the arrows in the upper right and upper left corners of the scroll window, or use the arrow keys. A small box inside the scroll bar moves as you look through the group. To jump through the group with a mouse or joystick, drag the box to the desired position, and the item corresponding to that position will be displayed.

Highlight menus

Highlight menus are used in several places to allow you to choose from a group of text items. A highlight menu has a list of items in a box, one of which is highlighted. You can move the highlight to a different item with the arrow keys or by clicking on the arrow buttons in the menu box. You can also click on the item to highlight it. To select the highlighted item, press **return** or click on the **return** button. You may also select an item in a highlight menu by clicking on it twice in rapid succession.

GETTING STARTED

If you are using a printer, make sure that it is connected properly, set the paper in place, and turn the printer on. If you are using a mouse or joystick, make sure that it is connected properly.

Insert the program disk into the disk drive with the label facing up.

Turn on the monitor and computer. The light on the disk drive lights up as the program loads.
When the program has loaded, the Troll logo appears, followed by the title. Then you are asked if sound is desired, and reminded that the program has a print option. Next, you are asked to choose the keyboard, mouse, or joystick. If you wish to use a touch pad, then choose the joystick.

After you have chosen the keyboard, mouse, or joystick, the **MAIN MENU** is displayed as a classroom. Press **space bar** or move the mouse cursor around the screen to activate the animations in the room, one after another. To select an activity, press **return** when the activity's animation is active, or click on the activity's animation. The animation of the student reading in the upper right is for the **Story Reader** section. The animation of the printer in the lower right is for **Print**. The animation of the student typing at the computer in the lower left is for the **Story Writer** section. The animation of the door in the upper left is to exit the program and access the credit screen.

STORY READER

The three story books, *You Look Funny*, *Bubble Gum in the Sky*, and *Here Comes Winter*, are displayed on a menu screen. *You Look Funny* and *Bubble Gum in the Sky* have 11 pages each. *Here Comes Winter* has 18 pages. Press **space bar** to move the pointing hand to each book, and press **return** to choose it, or click on the book or its title.

The first page of the story, displaying words and pictures, appears on the screen. You may animate each picture on the story page by using the left and right arrow keys to select a picture in the scroll window, then pressing **return** to animate it, or by clicking on any picture on the story page (or in the scroll window).

You may change pages by using the up and down arrow keys or clicking on the arrow buttons at the upper and lower right corners of each page until you reach the last page. You may return to the first page by using the up arrow key or clicking on the up arrow button on each page. You may return to the **MAIN MENU** by pressing **esc** or clicking on the **EXIT** button.

To print out an entire story, select the printer graphic on the **MAIN MENU** and follow the instructions (see page 7).

STORY WRITER

Two graphics representing two different page layouts are displayed. Press **space bar** to move the pointing hand to each layout, and press **return** to choose it, or click on the desired layout. In **Story with Stamps**, you may select stamps to include within the text of your story. In **Story with a Picture**, you select a background picture to accompany a story. You may then place stamps on the background picture to illustrate your story.

Story with Stamps

The **TOOL MENU** is the strip of buttons at the left edge of the screen. The **abc** button is highlighted, and the *typing cursor* is displayed on page 1. (The typing cursor is a line which begins flashing when typing begins.) You are in the typing mode and may begin typing. You may use the arrow keys to move the typing cursor on the page. You may use the **delete** key to delete the character (or stamp) immediately to the left of the typing cursor.

If you are using the keyboard, you can press **esc** to leave the text mode and access the **TOOL MENU** with the pointing hand (as shown on the **esc** button). Use the up and down arrow keys or **space bar** to move the hand from button to button on the **TOOL MENU**. Press **return** to select a button. If you are using the mouse or joystick, click on a button to select it.

Placing a stamp in your story

To place a stamp in your story, first position the typing cursor at the point in your story where you want the stamp. Select the **stamp** button on the **TOOL MENU**. The **STAMP MENU** is displayed, and a hollow rectangle replaces the typing cursor, indicating where the stamp you select will be placed. If you are using the keyboard, press the up and down arrow keys to scroll through the 20 available stamps. Highlight the stamp you want to place in your story and press **return**. If you are using the mouse or joystick,

click on the arrow buttons to scroll, and click on a stamp or the **return** button to select. The selected stamp is placed in the story, and you are automatically returned to typing mode. (You may leave the **STAMP MENU** without selecting a stamp by pressing **esc** or clicking on the **esc** button. If you are using the mouse or joystick, you are automatically returned to typing mode. If you are using the keyboard, you must select the **abc** button to return to typing mode.)

Story with a Picture

The first of eight available backgrounds is displayed. (The first background is blank, so it is labeled "Blank Picture.") Press the left and right arrow keys or click the arrow buttons to scroll through the available backgrounds. Press **return** or click the **return** button when the desired background is displayed. After a background is selected, the **abc** button is highlighted, and the typing cursor is displayed. You are in the typing mode and may begin typing. Typing mode works the same way as described above under **Story with Stamps**.

Placing a stamp on your picture

To place a stamp on your picture, select the **stamp** button on the **TOOL MENU**. The **STAMP MENU** is displayed. To select a stamp, use the up and down arrow keys or click on the up and down arrow key buttons to scroll through the 20 available stamps. The stamp that is highlighted on the **STAMP MENU** also appears flickering in a marquee box on the picture. When the stamp you want is displayed, position the flickering stamp by dragging it or by using the keyboard. Press **I** to move it up, **M** to move it down, **J** to move it left, or **K** to move it right. (The arrow keys cannot be used to position the shape, since they are used for the scroll window.)

When the stamp is positioned, paste it by pressing **return** or clicking on the **return** button. As many as 32 stamps may be pasted onto the picture.

You may remove stamps you have pasted by pressing **delete** or clicking on the **delete** button. The last stamp pasted will be removed. You may continue to remove stamps in the reverse order they were pasted, until all the stamps you want to remove

are gone.

You may leave the **STAMP MENU** by pressing **esc** or clicking on the **esc** button. If you are using the mouse or joystick, you are automatically returned to typing mode. If you are using the keyboard, you must select the **abc** button to return to typing mode.

PRINT

Select **Print** to print one of the three books from the **Story Reader** section. Select the book to print in the same way as you selected the book to read. If **Printer available** is set to **NO** (see the Teacher Options on pages 10 & 11), you will be reminded that printing is not available. If printing is available, you are reminded to check the printer, and printing commences. While printing is in progress, you may abort printing by pressing **esc**.

USING STORAGE DISKS

The **FILE MENU** appears when you select the **disk** button from the **TOOL MENU** in the **Story Writer** activity.

File

Load a saved story
Save this story
Delete a story
Format a storage disk

The **FILE MENU** allows you to load stories from a storage disk, save stories you have created to a storage disk, delete stories from a storage disk, and *format* storage disks. (Storage disks for this program must be prepared, or *formatted*, by this program before they can be used with it. Disks formatted for other programs will not work with this program until you format them as storage disks for this program.)

Loading a saved story

Once you have saved a story on a storage disk, you may get it

back to continue working on it (or to print it) by loading it from the storage disk. You may load a story from the **FILE MENU**.
Select **Load a saved story** from the **FILE MENU**. The names of the stories that have been saved on the storage disk will appear in a box with the top name highlighted. Move the highlight to the name of the story you want to load, then press **return** or click on **Load**.

If more than nine stories have been saved on the storage disk, you will see a wedge below the last name, pointing down. This indicates that more names are listed below. You may see the additional names by pressing the down arrow key, or clicking on the down arrow button when the highlight is on the last name listed in the box. When you have reached the name of the last story on the disk, the wedge at the bottom of the list will disappear, and the list will no longer scroll up. Scrolling backwards through the list works similarly, using the up arrow, with a wedge pointing upward, above the first name listed in the box. You may also scroll the list by clicking on one of the wedges.

If you try to load from an empty storage disk, a message will be displayed explaining that no stories were found on the disk. You must remove the empty disk before the program will look for a different storage disk with stories on it.

Saving your story

You may save your stories to a storage disk so that you will not lose your work when you turn off the computer. It is also a good idea to save your work before you print. If you have saved your work you can always get it back, even if you have to restart the program because of a printing problem, power failure, or faulty computer.

To save the story you are working on, you must give it a name. This is the name you will look for when you want to load it back into the computer. If you are saving a new story, it won't have a name until you give it one. If you started your story by loading it from a storage disk, it will have the name you gave it the last time you saved it.

If you save a story with the same name as a story on the storage disk, the new story will replace the one on the storage disk. The

program will ask you to confirm that you want to do this. If you want to keep the story that is already on the storage disk, then change the name of the story you are currently saving.

Select **Save this story** from the **FILE MENU**. A box with a flashing cursor is displayed. Type a name in the box for your story. The name can have up to 14 characters and it must fit in the box. You can use letters and numbers in the name and periods to separate words (you cannot use spaces). You can erase mistakes by pressing **delete**. (If you want to erase the whole name, hold **delete** down until the name is gone.) When you have completed typing the name, press **return** or click on **Save** to save the story. If the storage disk is full, you will have to delete a story to make room or format another storage disk.

Deleting a story

You may delete (permanently erase) a story from a storage disk by choosing **Delete a story** from the **FILE MENU**. The story you were working on will not be erased.

Select **Delete a story** from the **FILE MENU**. Choose from the list of stories that have been saved on the storage disk. (Choosing a story is described on page 8 under **Loading a saved story**.) Press **return** or click on **Delete** to delete the story and follow the prompts on the screen.

Formatting a storage disk

This program will format 5.25" and 3.5" floppy disks. A 5.25" disk formatted by this program can hold up to 20 stories. A 3.5" formatted storage disk can hold up to 120 stories.

When you format a disk, any data that might be on it will be erased. Make sure that it is all right to erase everything on the disk you want to format. Also make sure it is not write-protected. (Write-protected means that you cannot save or erase anything on the disk.) A 5.25" disk is not write-protected if you can see a notch on the upper right side of the disk. A 3.5" disk is not write-protected if the little sliding plastic tab covers the hole in the upper right corner of the disk.

Select **Format a storage disk** from the **FILE MENU** and follow the prompts on the screen. The story you were working on will not be erased.

If the format fails, make sure that the disk is properly seated in the drive. If the format fails again, there may be a problem with that disk or drive.

TEACHER OPTIONS FOR PRINTING

If you wish to change the options related to printing, enter Teacher Options by pressing **control-T**, either when you are asked if you want sound, when you are asked to choose keyboard, joystick, or mouse, or whenever the **MAIN MENU** is displayed.

An introductory screen explains the purpose of Teacher Options. Then the current settings are displayed. These settings could look like the following:

Printer available: YES
Printer: APPLE IMAGEWRITER II
Interface: APPLE SUPER SERIAL
Slot: 1
Save settings to disk: YES

The first time you enter Teacher Options, the current settings are "default" settings, which are determined by the program based on the computer you are using. The default settings you see may be different from the ones above, depending on your computer.
To change a setting, use the arrow keys to highlight the setting you want to change, then press **return**. If there are two possible settings, pressing **return** will switch back and forth between them. If there are more than two possible settings, a list of the possible settings is displayed. Use the arrow keys to highlight the setting you want, then press **return**.

Printer available This should be set to YES if you have a printer and want your students to be able to print their creations. If you do not have a printer, or you do not want your students to print, set it to NO.

Printer This should be set to your printer. If your printer does not appear in the list of printers, it may still be possible to print. Many printers act like other, more popular printers. This is called emulation. Check your printer's manual to see if it can emulate one of the printers on the list.

Interface This should be set to your interface. Your interface may be a card installed in a slot in your computer, or it may be a port built in to your computer. For example, the Apple IIc has a built-in serial port which acts as a printer interface. If you are not sure, try the default interface setting.

Slot This should be set to your printer's slot. If your interface is a card, use the number of the card's slot. If your interface is a built-in port, the slot depends on the port you use. See your computer's manual for more details. If you are not sure, try the most common setting, slot 1.

Save settings to disk This lets the program "remember" your settings by saving them onto the program disk. Set it to YES if you want the settings saved, NO otherwise.

If you make a mistake and want to cancel all changes (returning all the options to their settings when you entered Teacher Options), press **esc**.

When everything is set as desired, press **space bar**. The settings are saved to the program disk (if you chose to do so), and the program continues from the point that you entered Teacher Options.

If the program does not print properly and you are sure the settings are correct, try turning the computer and printer off and then on again. If you still have problems printing, consult your printer manual.

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